



Invitation for Proposals

UNFPA, United Nations Population Fund, an international development agency, invites qualified organizations to submit proposals for the implementation of the UNFPA 2025-2029 Country Programme for the Republic of Namibia available at this link:

<https://namibia.unfpa.org/en/publications/unfpa-namibia-seventh-country-programme-document-7th-cpd-2025-2029>

The purpose of the Invitation for Proposals is to identify eligible non-governmental organizations for prospective partnership with UNFPA Country Office in the Republic of Namibia to support achievement of results outlined in the UNFPA 2025-2029 Country Programme for the Republic of Namibia.

Organizations that wish to participate in this Invitation for Proposals are requested to send their **submission through email or mail clearly marked “NGO Invitation for Proposals”** at the following address:

UNFPA, United Nations Population Fund,
38-44 Stein Street Klein Windhoek
Windhoek-Namibia
E-mail: namibia-procurement@unfpa.org

Deadline for applications: 30 October 2024

Proposals received after the date and time will not be accepted for consideration.

Applications must be submitted in English.

Any requests for additional information must be addressed in writing by **10 October 2024** at the latest by email at namibia-procurement@unfpa.org. UNFPA will post responses to queries or clarification requests by NGOs on UNFPA Namibia website (<https://namibia.unfpa.org/en>) **16 October 2024**. UNFPA will notify applying organizations whether it is considered for further action.

Section 1: Background

1.1 UNFPA mandate	UNFPA is the lead United Nations agency for sexual and reproductive health with the mission to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled.
1.2 UNFPA Programme of Assistance in the Republic of Namibia	In Namibia, UNFPA works with the government and other partners based on the UNFPA Country Programme. During 2019 UNFPA starts implementation of its 6 th Country Programme 2025-2029 for Namibia. https://namibia.unfpa.org/en/publications/unfpa-namibia-seventh-country-programme-document-7th-cpd-2025-2029



	Further information on the previous and future programme can be found on https://namibia.unfpa.org/en
1.3 Specific results	<p>Within this framework and as set out in UNFPA Country Programme 2025-2029 for the Republic of Namibia working with government and other partners, UNFPA will contribute to achieve the following results:</p> <ul style="list-style-type: none"> ● Output 1. By 2029, adolescents and youth are empowered and have the agency, skills and tools to exercise their sexual and reproductive health and reproductive rights, especially bodily autonomy, and are equipped to exercise leadership, participation, social innovation and accountability. ● Output 2. By 2029, the national health system, institutions and communities have strengthened capacities to provide high-quality rights-based sexual and reproductive health products and services that integrate family planning, maternal health, HIV prevention and gender-based violence prevention and response interventions, with a prioritized reach of adolescents and youth. ● Output 3. By 2029, the mechanisms and capacities of national institutions and systems are strengthened to advance gender equality and address discriminatory gender and sociocultural norms and stereotypes affecting sexual and reproductive health and reproductive rights, including gender-based violence and harmful practices. ● Output 4. By 2029, national and subnational capacities and information management systems are strengthened for the generation of timely and spatially defined disaggregated data and evidence for the design, implementation and monitoring of public policies that reach the furthest left behind populations and account for population changes and other megatrends, including climate change.

Section 2: Application requirements and timelines		
2.1 Documentation required for the submission	<p>The expression of interest shall include the following documentation:</p> <ol style="list-style-type: none"> 1. Copy of provisions of legal status of the NGO in the Republic of Namibia 2. Annex I – Application form: NGO Profile and Programme Proposal 3. Profile of the organization 4. Latest annual report and audit report as separate documents or hyperlink to the documents 	
2.2 Indicative timelines	Invitation for Proposal issue date	01 October 2024
	Deadline for requests of additional information/clarifications	10 October 2024
	UNFPA posts responses to queries or clarification requests by NGOs	16 October 2024
	Deadline for submissions of proposals	30 October 2024
	Review of NGO submissions by UNFPA	31 October – 20 November 2024



Section 3: Process and timelines

<p>3.1 Review & evaluation of NGO submissions</p>	<p>Applications will be assessed by a review panel to identify organizations that have the required knowledge, skills, and capacity to support achievement of results <i>using criteria outlined in section 3.2 below</i>.</p> <p>It should be noted, however, that participation in this Invitation for Proposals does not guarantee the organization will be selected for partnership with UNFPA. Selected NGOs will be invited to enter into an implementing partner agreement and applicable UNFPA programme policy and procedures will apply.</p>					
<p>3.2 Selection criteria</p>	<p>Eligible organizations will be selected in a transparent and competitive manner, based on their capacity to ensure the highest quality of service, including the ability to apply innovative strategies to meet programme priorities in the most efficient and cost-effective manner.</p> <p>UNFPA Namibia office will review evidence provided by the NGO submission and evaluate applications based on the following criteria: NB: Any proposal not submitted in English language will be excluded from consideration.</p> <table border="1" data-bbox="391 1020 1450 1388"> <tr> <td data-bbox="391 1020 618 1203"> <p>Governance & Leadership</p> </td> <td data-bbox="618 1020 1450 1203"> <ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints or service delivery issues. </td> </tr> <tr> <td data-bbox="391 1203 618 1388"> <p>Human Resource</p> </td> <td data-bbox="618 1203 1450 1388"> <ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated. </td> </tr> </table>		<p>Governance & Leadership</p>	<ul style="list-style-type: none"> • The organization has a clearly defined mission and goals that reflect the organization’s structure and context, as well as alignment to UNFPA priority areas. • Organization does not have a history of fraud, complaints or service delivery issues. 	<p>Human Resource</p>	<ul style="list-style-type: none"> • Organization has sufficient staff resources and technical expertise to implement the proposed activities. • Organization does not have conflicts of interest with UNFPA or its personnel that cannot be effectively mitigated.
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	<p>Comparative Advantage</p>	<ul style="list-style-type: none"> • The organization’s mission and/or strategic plan focuses on at least one of the UNFPA’s programme areas. • The organization has experience in the country or field and enjoys prominence in areas related to UNFPA’s mandate. • The organization has a proven track record in implementing similar activities and is seen as credible by its stakeholders and partners. • The organization has relevant community presence and ability to reach the target audience; especially vulnerable populations and hard-to-reach areas. 				



	Monitoring	<ul style="list-style-type: none"> • The organization has systems and tools in place to systematically collect, analyse and use programme monitoring data for reporting and decision making.
	Partnerships and Advocacy	<ul style="list-style-type: none"> • The organization has established partnerships with the government and other relevant local, international and private sector entities. • The organization has capacity to advocate Sustainable Development Goals 2030 Agenda at national and local level.
	Environmental Considerations	<ul style="list-style-type: none"> • The organization has established policies or practices to reduce the environmental impact of its activities. If no policies exist, the organization must not have a history of its activities causing negative impact to the environment.
3.3 Prospective partnership agreement	UNFPA will inform all applicants of the outcome of their submissions in writing to the email/ postal address indicated in the NGO submission.	